



MAJOR THOROUGHFARE HEDGE GRANT NOTICE AVAILABILITY AND APPLICATION INSTRUCTIONS

I. Description of Funding Opportunity

Hedges along the Village's major thoroughfares are deteriorating due to a variety of issues. Today, at least half of the hedges along our major thoroughfares are impacted to some degree. Privacy hedges are deteriorating to the point where they create both aesthetic and maintenance issues. Pursuant to Village Land Development Regulation 7.3.12.B, property owners are charged with "regular maintenance of all landscaping in a way that presents a healthy, neat and orderly appearance. All landscaping shall be maintained free from disease, pests, weeds and litter". In an effort to restore the aesthetic and integrity of the major thoroughfares, the Village is proud to offer this matching grant opportunity to assist property owners in restoring their hedges.

PROGRAM GOAL

To maintain the aesthetic and integrity of the major thoroughfares and repair the growing hedge problem.

PROGRAM OBJECTIVE

Provide a reimbursable, matching grant to residents for up to \$500 to be used for removing and replacing hedges and installing irrigation along Wellington's major thoroughfares.

II. Basic Eligibility Requirements

ELIGIBLE APPLICANTS

In fiscal year 2016 the Village of Wellington is accepting applications for its Major Thoroughfare Hedge Grant from property owners along the major thoroughfares defined as; Aeroclub Drive, Big Blue Trace, Bink's Forest Drive, Birkdale Drive, Fairlane Farms Road, Forest Hill Boulevard, Greenbriar Boulevard, Greenview Shores Boulevard, Lake Worth Road, Paddock Drive west of Big Blue Trace, Pierson Road, South Shore Boulevard and Wellington Trace.

ELIGIBLE PROJECT CRITERIA

Eligible project criteria include removal of hedge material, installation of replacement vegetation, and installation of irrigation along a major thoroughfare. Wellington recommends cocoplum, dwarf firebush, pittosporum, podocarpus, and arboricola trinette as replacement vegetation, but other comparable native, drought resistant species may be substituted at the discretion of the Village Manager or designee. Hedge material shall be a minimum of one (1) gallon and thirty-six (36) inches high at time of planting.

COST SHARING OR MATCHING

The Major Thoroughfare Hedge Grant offers up to \$500 in matching funds per address. These funds require a minimum 50% match in monies by the applicant with favorable consideration given in the evaluation process to applicants providing matching funds in excess of 50%; sweat equity and in-kind donations do not count towards this match.

By offering a dollar for dollar match, Wellington will ensure that engaged property owners are contributing to enhancing the overall appearance of the community while also maximizing the potential of public funds invested.

III. Application Requirements

SUBMISSION DEADLINE

Grant applications will be accepted on a rolling basis and will be reviewed by committee every month on or about the 15th. Applicants will be contacted once their submission has been received and reviewed by staff.



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SUBMISSION REQUIREMENTS

1. Completed application form
2. Proof of ownership (Property Appraiser's Data, Tax Documentation, Deed, etc.)
3. Proof of rental license or business tax receipt, if applicable
4. Description of products and work to be completed with costs (Ex. Estimate, invoice, receipts, etc. Be sure that the project scope and anticipated cost of the project are clear)
5. Color photos of area to be improved
6. Aerial map showing area where improvements are to be made (Ex. Google Maps, etc.- Please be sure to mark where improvements will be made)
7. Documentation from Wellington Code Compliance, if applicable

A staff review of the application will verify that **all required documentation is present** and **any incomplete applications will be returned**.

IV. Application, Award, and Payment Process

APPLICATION PROCESS

Applications for the Major Thoroughfare Hedge Grant shall be submitted by a Wellington property owner, Homeowners Association, or Condominium Association. **This is a reimbursable grant and applicants are required to apply for, and be awarded, grant approval before making any improvements.** Exceptions will be granted on a case by case basis for those applicants that completed the improvements in order to correct a code violation or at the discretion of the Village Manager or designee.

Applications will be presented by Community Services to the Code Compliance Manager and the Building Official or any of their appointees. These reviews will alert staff to any ongoing liens, fines, or other issues associated with the property and shall determine the technical and financial feasibility and sufficiency of the applications on a case-by-case basis. Final approval will be made by the Village Manager or designee.

AWARD NOTICES

Following review, applicants will receive written notice of the final determination and may be requested to revise the project scope and/or budget before an award is made. **If approved, reimbursement instructions and documentation will be provided and the applicant will have 90 days to complete the project and seek reimbursement.** Any requests for an extension must be received in writing by the Community Services department for review and approval by the Village Manager or designee.

Wellington requires applicants to sign and notarize a hold harmless/perpetual maintenance agreement for items installed under the grant. Lack of maintenance may delay reimbursement or result in a Code Compliance violation.

PAYMENT OF GRANT FUNDS

This is a reimbursable grant with payment made to property owners upon completion of the project. To receive reimbursement, applicants must submit itemized receipts or invoices listing all materials/services purchased in association the approved scope of the project. Proof of payment for all materials/services purchased must also be submitted in the form of cancelled checks, money order receipts, bank check receipts, or credit card statements/receipts; we do not accept invoices paid in cash. **REIMBURSEMENT WILL NOT BE PROCESSED WITHOUT PROPER DOCUMENTATION.**

Any changes to the scope of the project post award must be submitted via a Proposed Change of Scope form to the Community Services Department. These changes are subject to review and approval by the Village Manager or designee. Any changes in scope that have not been reviewed and approved by the Village Manager or designee may not be eligible for reimbursement.